

The Laboratory purchased supplemental insurance for its employees who may encounter medical emergencies while on foreign travel. **Worldwide Assistance Services, Inc.**, is the carrier. The steps below are provided for your information.

### **PROTOCOL**

1. In a medical emergency situation Worldwide is empowered to take whatever steps are necessary to render services to the sick or injured University of California/Los Alamos National Laboratory employee, including medical evacuation, and inform the University as soon as practical. The Worldwide identification number for individuals covered under this Subcontract will be identified by the group number **LLL333-LA**. In addition to this group number each patient should further identify themselves as employees of the **University of California/Los Alamos National Laboratory**.
2. Once identification is made, Worldwide will notify the appropriate Laboratory Emergency Duty Officer (LEDO) at the appropriate Laboratory emergency 24-hour number indicated below:

Los Alamos National Laboratory - (505) 667-6211

3. Once notified the Laboratory's LEDO will inform a Laboratory physician and contact will be established between the Laboratory physician and the Worldwide medical staff who are working the case. After evaluating the medical situation, the Laboratory physician will then either concur with the judgment of Worldwide or inform them that the Laboratory requires that the employee be evacuated at the Laboratory's expense. The Los Alamos National Laboratory medical contact is as follows:

William H. Brady, M.D. - (505) 667-7251 or (505) 667-7890 or  
(505) 699-1601 (Cell Phone)

4. Laboratory physician shall notify Laboratory Risk Management contact as soon as practical as follows:

Dona Espinoza - (505) 665-9767

5. In the case of a situation where Worldwide believes that an evacuation is not necessary, they should contact the LEDO referenced in #2 for further instructions. If the Laboratory concurs with the Worldwide decision not to evacuate and the employee insists upon an evacuation then, the expense will be born by the employee.